

**CITY OF ALBUQUERQUE**  
**TUITION ASSISTANCE AND EDUCATIONAL LEAVE**  
**APPLICATION**  
***SPRING, 2006 SEMESTER***

NAME: \_\_\_\_\_ E-Mail \_\_\_\_\_

OTHER NAME(S) UNDER WHICH YOU HAVE BEEN EMPLOYED BY THE CITY:

\_\_\_\_\_

EMP ID# \_\_\_\_\_ SEX: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DIVISION \_\_\_\_\_

JOB TITLE \_\_\_\_\_ GRADE \_\_\_\_\_

DATE OF HIRE \_\_\_\_\_ CLASSIFIED/UNCLASSIFIED \_\_\_\_\_

TEMP/PERM/PART-TIME \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

**CIRCLE HIGHEST DEGREE OBTAINED:**

*HIGH SCHOOL / BACHELOR'S / MASTER'S*

**THESE COURSES WILL BE APPLIED TOWARD: (CHECK ONE)**

SKILLS IMPROVEMENT: \_\_\_\_\_

UNDERGRADUATE DEGREE: \_\_\_\_\_ WHAT DEGREE? \_\_\_\_\_

GRADUATE DEGREE: \_\_\_\_\_ WHAT DEGREE? \_\_\_\_\_

HOW MANY CREDIT HOURS TOWARD THIS DEGREE DO YOU HAVE? \_\_\_\_\_

Course Title & #	CREDITS	INSTITUTION	DURING WORK HOURS? Y or N

**WILL YOU GRADUATE AFTER THIS CLASS (S)? YES \_\_\_\_\_ NO \_\_\_\_\_**

(Please provide complete information for consideration by the Training and Education Committee.)

**APPLICATION DEADLINE IS FRIDAY,**  
**DECEMBER 23, 2005 AT 5:00 PM**

**1. HAVE YOU RECEIVED ANY CHANGES IN JOB DUTIES (i.e. PROMOTIONS, NEW DUTIES/ RESPONSIBILITIES, LATERAL MOVES) SINCE USING THE CITY'S TUITION ASSISTANCE PROGRAM? YES\_\_\_\_\_ NO\_\_\_\_\_**  
**IF YES, HOW OFTEN? #\_\_\_\_\_**

**2. ARE YOU REQUESTING OR RECEIVING TUITION ASSISTANCE FROM OTHER SOURCES? YES\_\_\_\_\_ NO\_\_\_\_\_**  
**IF YES, PLEASE EXPLAIN, INCLUDING SOURCE AND AMOUNT.**  
  
\_\_\_\_\_

**3. HAVE YOU RECEIVED CITY TUITION IN THE PAST? YES \_\_\_\_\_ NO\_\_\_\_\_**

**PLEASE FILL OUT EITHER SECTION A OR SECTION B ON THE FOLLOWING PAGE. PLEASE NOTE THAT EMPLOYEES ON PROBATION ARE NOT ELIGIBLE FOR THE CITY 'S TUITION ASSISTANCE PROGRAM. IT IS THE EMPLOYEE'S RESPONSIBILITY TO SUBMIT THE TUITION APPLICATION TO THE**

**TRAINING DIVISION, PLAZA DEL SOL, SUITE 700**

**FOR MORE INFORMATION CALL**

**CATHERINE GARCIA, 924-3808.**

**4. THE FOLLOWING INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS OPTIONAL:**

**NATIVE AMERICAN \_\_\_\_\_ HISPANIC \_\_\_\_\_ BLACK \_\_\_\_\_**  
**WHITE \_\_\_\_\_ OTHER \_\_\_\_\_**

**COMPLETE JUST ONE -- SECTION A or SECTION B**

**SECTION A**

**I WILL BE ATTENDING SCHOOL DURING NON-WORKING HOURS ONLY.**

**\*AMOUNT OF TUITION REQUESTED:** \_\_\_\_\_

**\*AMOUNT REQUESTED FOR TUITION AND BOOKS:** \_\_\_\_\_

(The City can only pay for books at TVI for non-arts & science classes)

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NOTE:** Supervisor/Division Manager/Department Director signatures are not necessary if employee is attending school during non-working hours. For more information, call 924-3808.

**SECTION B**

**\* I AM REQUESTING EDUCATIONAL LEAVE. I UNDERSTAND THAT THE MAXIMUM AMOUNT ALLOWED IS THREE HOURS PER WEEK AND THAT DEPARTMENT APPROVAL SIGNATURES ARE REQUIRED.**

- NUMBER OF LEAVE HOURS REQUESTED PER WEEK.**

**#** \_\_\_\_\_ **Days** \_\_\_\_\_ **Times** \_\_\_\_\_

**\* AMOUNT OF TUITION REQUESTED: \$** \_\_\_\_\_

- AMOUNT REQUESTED FOR TUITION AND BOOKS:** \_\_\_\_\_

(The City can only pay for books at TVI for non-arts & science classes)

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**EMPLOYEE LEAVE:**                      **APPROVED**                      **DISAPPROVED**

**SUPERVISOR**                      \_\_\_\_\_                      \_\_\_\_\_

**DIVISION MANAGER** \_\_\_\_\_                      \_\_\_\_\_

**DEPARTMENT DIRECTOR** \_\_\_\_\_                      \_\_\_\_\_

# **TUITION ASSISTANCE PROGRAM** **STANDARDS AND GUIDELINES**

## **SPRING, 2006 SEMESTER**

**POLICY STATEMENT:** The City of Albuquerque provides its employees the opportunity to pursue their career interest in City government if it is determined to be of mutual interest to the City and the employees. In providing this incentive, the City grants to its employees tuition assistance and/or educational leave to attend courses for credit.

### **CONDITIONS FOR TUITION ASSISTANCE AND EDUCATIONAL LEAVE:**

1. Employees must be classified non-Probationary, unclassified with a minimum of six (6) months service, and classified part-time employees working 20 hours or more per workweek at the time the class(es) begin.
2. Courses must be for credit.
3. The courses or degree sought must enhance or create a skill that is either related to the employee's profession, skill, craft, or career goals, and must demonstrate a benefit to the City.
4. Employees receiving assistance from other sources will inform the City of the amount of such assistance when application is made with the Tuition Assistance Program. The City will provide assistance up to the amount of actual educational costs, less any other assistance received by the employee.
5. Courses taken under the Tuition Assistance Program will be taken at the employee's initiative. The employee assumes full responsibility for course selection, scheduling and other matters that are traditionally the responsibility of the student and the educational institution.
6. It will be the responsibility of all employees to undergo career counseling with a counselor from the LEAD staff to establish a career path plan compatible with the City structure and to be eligible for requesting tuition assistance from the City.
7. If the demand for tuition assistance exceeds the availability of funds, awards will be granted in the following priority order:
  - A. Applicants for undergraduate courses and vocational courses.
  - B. Applicants for graduate courses.
  - C. Applicants who are seeking a second undergraduate or master's degree.
8. The educational institution must be recognized and certified as an accredited institution of higher learning by an accrediting body such as the North Central Association of Colleges and Secondary Schools. Courses requiring out-of-city travel will be considered on a case-by-case basis.
9. If an employee is participating in a program which leads toward a degree or certificate which is verified by the Training and Education Committee, the Department Director, with the approval of the Director of Human Resources, may grant educational leave up to three (3) hours per week. The following criteria will be used to determine if an employee qualifies for educational leave:
  - A. Employee must be working on a full-time basis.
  - B. It is determined that the course(s) would be of benefit to the City.

- C. The employee maintains a satisfactory academic record.
- D. The employee maintains a satisfactory job performance.
- 10. An employee who attends school during non-working time does not require Departmental approval of the Tuition Assistance Application.

**REIMBURSEMENT FOR TUITION ASSISTANCE:**

1. The employee is solely responsible for payment of all tuition and related expenses. Reimbursement will be made for the cost of approved courses only. Proper documentation of such payment will be necessary in order to receive reimbursement.
  2. Employee must agree to reimburse the City through payroll deduction for any course(s) dropped or not completed. Employees must further agree to reimburse the City if they do not attain a satisfactory grade for a completed course(s) as follows:
    - A. Undergraduate . . . . . C or better
    - B. Graduate . . . . . B or better
    - C. Skills Training . . . . . C or better or Certificate of Satisfactory Completion
  3. Employees will be required to submit official documentation to verify their grades to LEAD prior to receiving assistance for the following semester.
  4. Reimbursement can be granted up to the following maximum awards per semester:
    - A. 6 Credit Hours at UNM or NMHU.
    - B. 6 Credit Hours at TVI for Associate Degree credit.
    - C. 3 Credit Hours at other approved institutions.
    - D. Cost of registration, books, and course material for TVI non "Arts & Science" courses.
- Reimbursement will not be made for application fees, late registration fees, test requirements, parking or transportation expense, fines, laboratory fees, lodging, typing fees, graduation fees, supplies, tools, equipment, books (except for TVI non- "Arts & Science" courses), auditing of courses, non-credit courses, seminar/workshops, practicum courses, and other similar expenses. Distance Learning fees are not covered.